

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Administrative Services Assistant

SALARY GROUP: A15

DEPARTMENT: State Counsel for Offenders

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Rudolph Brothers, Jr. DATE: 6/24/2015

POSITION #: 015078

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced technical assistance work for the State Counsel for Offenders; prepares, interprets, and disseminates information regarding agency programs and procedures; and assists in the implementation of program planning.
- B. Coordinates work with departments of the agency and other agencies, organizations, and legislative staff; responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures; and develops and implements administrative and technical assistance policies and procedures.
- C. Participates in the execution of human resources functions; and provides technical assistance in the processing of human resources actions.
- D. Coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and other documents; assists in compiling and analyzing data, making calculations, and preparing reports; participates in budget preparation, monitoring, and justifications; develops and presents training materials; and develops and maintains filing, record keeping, records management systems, and databases.
- E. Assists in researching technical and policy issues to include legislative actions; and researches, composes, designs, and edits agency publications to include brochures, forms, manuals, reports, and charts.
- F. Coordinates meetings and schedules appointments; and provides assistance answering and routing phone calls, taking messages, and directing inquiries to the appropriate staff.
- G. Supervises the work of others; and provides training and assistance to technical and administrative support staff.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Law, Literature, Business Administration, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, technical program support, or program administration experience.
3. Two years full-time, wage-earning computer operations experience.
4. Human resources experience preferred.
5. Experience in legal work preferred.
6. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of electronic research software preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.

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9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records, files, and reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to train and supervise others preferred.
13. Skill to type 45 words per minute (with no more than 10 errors) required; 55 words per minute preferred.
14. Skill to interpret and translate Spanish to English and English to Spanish preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, dolly, telephone, and automobile.